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**DRAFT - 4 Aug 49**  
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ADMINISTRATIVE INSTRUCTION  
NO. 30-1

August 1949

SUBJECT: Travel, Allowances, and Related Expenses

RESCISSIONS: a. Administrative Instruction No. 30-1, dated 26 December 1948,  
subject: Overseas Allowances.  
b. Administrative Instruction No. 30-3, dated 7 June 1949,  
subject: Travel.  
c. Administrative Instruction No. 30-3/1, dated 1 July 1949,  
subject: Travel Allowances (interim instructions).

1. Travel

a. Except as otherwise specified in this instruction, travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency legislation, regulations issued thereunder, the Standardized Government Travel Regulations, and Sections 103.600 - 103.697 of the Foreign Service Regulations.

(1) Travel Orders will be issued by the Budget Office except as otherwise stated.

(2) Chiefs of Mission outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

(3) Request for Travel Order, or amendment thereto, other than specified in "(2)" above, shall be prepared in triplicate.

One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(a) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

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(b) Executive, in addition to the above, where specifically provided in other Agency Regulations.

(c) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad.

(d) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the planned departure time for determination as to availability of funds. Requests for foreign travel must be submitted 60 days in advance of planned date of departure.

(4) The Transportation Division, Services Office, will:

(a) Provide travel arrangement service. (Travelers reporting to foreign points will personally contact the Division at least 6 weeks before planned date of departure to facilitate the arrangements.)

(b) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation request to the traveler.

(c) Arrange for the issuance of passports and visas.

(5) In connection with foreign travel, physical examinations will be made as follows:

(a) A complete physical examination and required immunization is necessary within 60 days prior to departure.

(b) An additional physical examination to insure freedom from communicable diseases is required 48 hours before departure from Washington.

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(c) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(d) Requests for physical examinations will be forwarded to the Physical Requirements Officer, Medical Services Division, not less than 60 days prior to estimated date of departure. The requests will include name of branch, name of traveler, destination, date of departure, type of duty (temporary or permanent), route of travel and mode of travel.

(e) Armed Services Personnel performing temporary duty travel will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

(f) Travel Vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

(g) Copies of regulations pertaining to travel may be obtained from the Fiscal Branch in addition to advice as to the preparation and submission of vouchers.

(h) The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

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b. Per Diem and Mileage Rates provided under all existing laws and regulations represent the maximum allowable and not the minimum. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office shall be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses to the locations listed and under the circumstances involved.

(1) For Extended Periods of Temporary Duty at the same post in the United States, the following schedule of rates shall apply:

First 60 days	-	\$9.00
Second 60 days	-	6.00
Third 60 days	-	3.00

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(2) Per Diem Incident to Travel Abroad and return therefrom, payable to an employee and his immediate family, shall be in accordance with applicable provisions of Sections 103.600 - 103.697 of the Foreign Service Regulations.

c. Incident to assignment of employees to permanent duty stations outside the continental United States, the following expenses, in addition to those normally payable, may be allowed:

(1) Travel and transportation expenses incident to return of an employee and his immediate family when ordered to the United States for home leave. Such employee must have been a resident of the United States or its territories and possessions at time of employment.

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(a) Orders for home leave will be issued upon completion by the employee of 2 years continuous Government service abroad, or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period.

(b) While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave.

(c) Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from the United States or its Territories and Possessions and such time as may be necessarily occupied in awaiting transportation.

(d) ~~This section shall apply only to employees who are citizens of the United States.~~

(2) Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty and, on the termination of his services, to his residence at time of appointment or to a point not more distant, or, upon retirement, to the place where he will reside. ~~In the latter case, the expense allowed shall not exceed the amount payable had the destination been residence at time of appointment.~~

~~(a) This section shall apply to employees who are citizens of the United States and those foreign nationals serving under 2-year contracts of employment.~~

(3) Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, he is not permitted

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to take his household and personal effects.

(a) When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Budget Office.

(b) Household goods and personal effects stored may not exceed the authorized weight allowance.

(c) ~~This section shall apply only to employees who are citizens of the United States.~~

(4) Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of 3 months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

(a) This section shall apply only to employees who are citizens of the United States.

(5) Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property, and the return of such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned.

(a) Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

(b) This section shall apply to employees who are citizens of the United States and those foreign nationals serving under 2-year contracts of employment.

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(6) Expenses in transporting a privately-owned automobile for or on behalf of an employee in cases where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination.

(a) Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel.

(b) This section shall apply only to employees who are citizens of the United States, and each such employee will be required to sign an agreement precluding the sale of the automobile unless authorized by the Assistant Director or Staff Chief concerned.

(7) <sup>Travel</sup> ~~Transportation~~ expenses of a full time employee, by whatever means deemed appropriate, where illness or injury, not the result of vicious habits, intemperance or misconduct, incurred while on assignment abroad, necessitates hospitalization, <sup>by a hospital where there does not exist a suitable hospital or clinic</sup>

(a) Expenses will be allowed to and from the nearest suitable hospital or clinic.

(b) If the employee is too ill to travel unattended, <sup>travel</sup> ~~transportation~~ expenses of an attendant, ~~preferably a member of the employee's household~~, may also be paid.

(c) Facts concerning the need for such <sup>travel</sup> ~~transportation~~ must be clearly set forth in the request for or approval of travel.

(d) ~~This section shall apply to employees who are citizens of the United States and those foreign nationals serving under 2-year contracts of employment.~~

(8) Costs of preparing and transporting the remains of an employee or a member of his family who may die while in a travel status or abroad, to his home

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or official station, or to such other place determined by the Personnel Officer to be the appropriate place of interment, provided that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

(a) ~~This section shall apply to employees who are citizens of the United States and those foreign nationals serving under 2-year contracts of employment.~~

(9) Travel and transportation expenses, including transportation of household goods and personal effects, of new appointees and their immediate families from places of actual residence in foreign countries at time of appointment to places of employment and return to their actual residences at the time of appointment or a point not more distant. Such appointees, ~~citizens of the United States as well as foreign nationals,~~ must agree in writing to remain with the United States Government for a period of not less than 2 years from the time of appointment.

(a) Violation of such agreement for personal convenience of an employee or because of separation for misconduct will bar such return payments *in the event of such violation within 12 months* and, if determined by the Personnel Officer to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

## 2. Allowances

a. Except as otherwise specified in this instruction, overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State, and the Civil Service Commission.

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(1) Temporary Lodging, Quarters, Post, Special Post, Transfer, and Separation Allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis for action.

(a) The Chief of each Mission is authorized to grant U. S. citizen employees Temporary Lodging, Quarters, Post, and Special Post Allowances on the basis of evidence submitted to and investigated by him, subject to recognized review practices by the Budget Office. Application for Allowances will be submitted in duplicate by the employee to his Chief of Mission.

(b) Prior determination with respect to Transfer and Separation Allowances will be made by the Budget Office on the basis of detailed information submitted by the Chiefs of Mission. Chiefs of Mission may grant Transfer and Separation Allowances when specifically directed by the Budget Officer. Application for such allowances will be processed as in "(a)" above and supported by information in sufficient detail to permit a determination as to the propriety for such payments. The data, with the recommendation of the Chief of Mission, will be transmitted to the Budget Office for review and return with a statement of the action to be taken.

(c) The granting of Temporary Lodging, Quarters, Post, Special Post, Transfer and Separation Allowances will be effected through the issuance, in quadruplicate, of Schedule of Allowances, the original and 2 signed copies of which, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Budget Office.

(d) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules must also be issued at the beginning of each fiscal year (1 July), listing complete information as to the allowances payable to the employees of each Mission; however, where no changes have occurred, it will not be necessary to submit supporting evidence and information.

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(c) As of 1 January and 1 July of each year, and at such other times as may be deemed necessary by the Chief of Mission, an employee's estimated annual expenditure for quarters should be reviewed by the Chief of Mission. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised Quarters or quarters portion of a Special Post Allowance grant.

(2) Foreign and Territorial Post Differentials and Territorial Cost of Living Allowances will be paid employees in accordance with regulations issued by the Department of State and the Civil Service Commission.

(a) Such differentials and allowances will be granted, where applicable, by the Personnel Officer and be included in the employees' personnel actions.

(b) To be eligible for Foreign and Territorial Post Differentials, an employee must be a citizen or national of the United States.

### 3. Medical Benefits.

(Data concerning establishment of first-aid stations, payments for hospitalization, physical examinations and inoculations, to be provided by Medical Services Division)

### 4. Natives and Foreign Nationals Hired Locally by Missions.

a. Such personnel will receive salary and other benefits as dictated by local customs, and, whenever possible, practices followed by other governmental activities will be adopted. Employment documents <sup>must</sup> set forth the details of the hiring arrangement. *in each case.*

5. Delegations of Authority in effect, and as hereafter amended, will control in the exercise of authority under this instruction.

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2. Applicability

a. This instruction will apply to travel, allowances, and related expenses only to the extent that it is not <sup>in conflict</sup> ~~in conflict~~ with other Agency regulations or specific approvals or exceptions granted by the Director.

*procedural*  
b. ~~In those instances where the provisions of this instruction may conflict with laws or other regulations relating to the expenditure of Government Funds, such provisions shall be considered as controlling under existing authority.~~

c. Part 1 of this instruction shall be effective with all orders or authorizations, or amendments thereto, issued on or after the first day of the calendar month following date of release. The remainder of this instruction shall be effective on date of issuance.

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